



**FINANCE AND ADMINISTRATION CABINET
COMMONWEALTH OFFICE OF TECHNOLOGY**

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AGENCY CONTACT MEMORANDUM

To: Agency CIOs, Technical Contacts

From: Phil Baughn, Commissioner
Jim Barnhart, Deputy Commissioner
Robin Morley, Deputy Commissioner

Date: February 12, 2010

Subject: Used printers available

The Commonwealth Office of Technology has a limited supply of used printers that we are making available to Commonwealth agencies at very little cost. These machines are Lexmark X945Es that are still under warranty, and they are located in state offices across the Commonwealth. While these devices are not new, they may provide capacity and performance beyond what is currently available to some of your staff.

We are offering these machines to agencies that need a print device which meets the specifications in the attached document. These are not small printers and will not be appropriate for individual users. There is no cost for the printers; however, agencies will be required to move the printers or pay moving expenses to relocate them. Ongoing costs should also be considered, and the state contract price for consumables through Pomeroy is attached.

If your agency would like to acquire some of these printers, contact Janet Lile janet.lile@ky.gov no later than March 5, 2010. Please state how many printers are needed and the justification for their use, including the number of users and location of the office(s) where the printer would be placed. This justification will be used to prioritize the agency requests if there is not enough equipment to meet demand.

After the requests are reviewed, COT will work with the agencies to negotiate transfer dates, delivery, and installation services. Upon agreement, appropriate eMARS accounting, property records, and inter-account transfer of funds will be completed. We cannot accept requests for printers for personal or for charitable use.

COT is pleased to assist agencies who want to upgrade or augment their printers but do not have adequate funds to do so. If you would like additional information about this program, please contact Janet Lile as indicated above.